

UNITED STATES BANKRUPTCY COURT  
for the Eastern & Western Districts of Arkansas

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"Knowledgeable Service at the click of a Mouse"

New Privacy Rules Effective December 1, 2003

Amendments to Federal Rules of Bankruptcy Procedure 1005, 1007, and 2002, and Bankruptcy Official Forms 1,3,5,6,7,8,9,10,16A, 16C, and 19, which are designed to protect the privacy of debtors and other parties in bankruptcy cases, will take effect on December 1, 2003.

Changes include:

The petition, Office Form 1, should contain only the last four digits of individual debtor's Social Security Numbers.

Bankruptcy cases filed electronically as part of the case opening in ECF or Case Upload, must include the full Social Security Number in the data submitted, but the petition PDF should only contain the last four digits. The debtor's attorney must retain a signed copy of Official Form 21, Statement of Social Security Number, for five (5) years according to this court's General Order 24. Petitions filed in paper form must include a signed paper copy of Official Form 21, to be retained by the court.

Rule 2002 requires the clerk to include the debtor's full Social Security Number in the copy of the meeting of creditors notice that is sent to the creditors, trustee, and debtor(s). The meeting of creditors notice contained in the ECF court file, however, will contain only the last four digits of the Social Security Number.

Official Form 10, Proof of Claim, will require a wage creditor to disclose only the last four digits of the creditor's Social Security Number.

Official Form 6, the schedules of assets and liabilities, will state that the debtor is only required to list the last four digits of account numbers but that the full numbers are useful to the trustee and creditors and may be provided if the debtor chooses to do so.

Official Form 16A, the full caption, will be amended to include only the last four digits of the Social Security Number. Accordingly, notices other than the meeting of creditors notice will either include the last four digits or none, if Official Form 16B, the short caption, is used.

Filers, not the clerk, are responsible for redacting Social Security Numbers and other personal identifiers such as dates of birth, financial account numbers, and names of minor children in documents filed with the court.

After March 1, 2004, failure of an attorney to comply with the privacy rules and General Order 24 may result in the Court entering an Order to Show Cause.

In the event that the Social Security Number stored in the court's ECF system is incorrect, the debtor's attorney should electronically file a "Request for SSN Modification" after notification to appropriate parties in accordance with Bankruptcy Rule 1009(a).

Attorneys using bankruptcy preparation software should contact their software provider for the latest version containing these form changes.

Please see the "New Items" section of our web site at [www.arb.uscourts.gov](http://www.arb.uscourts.gov) for additional information.